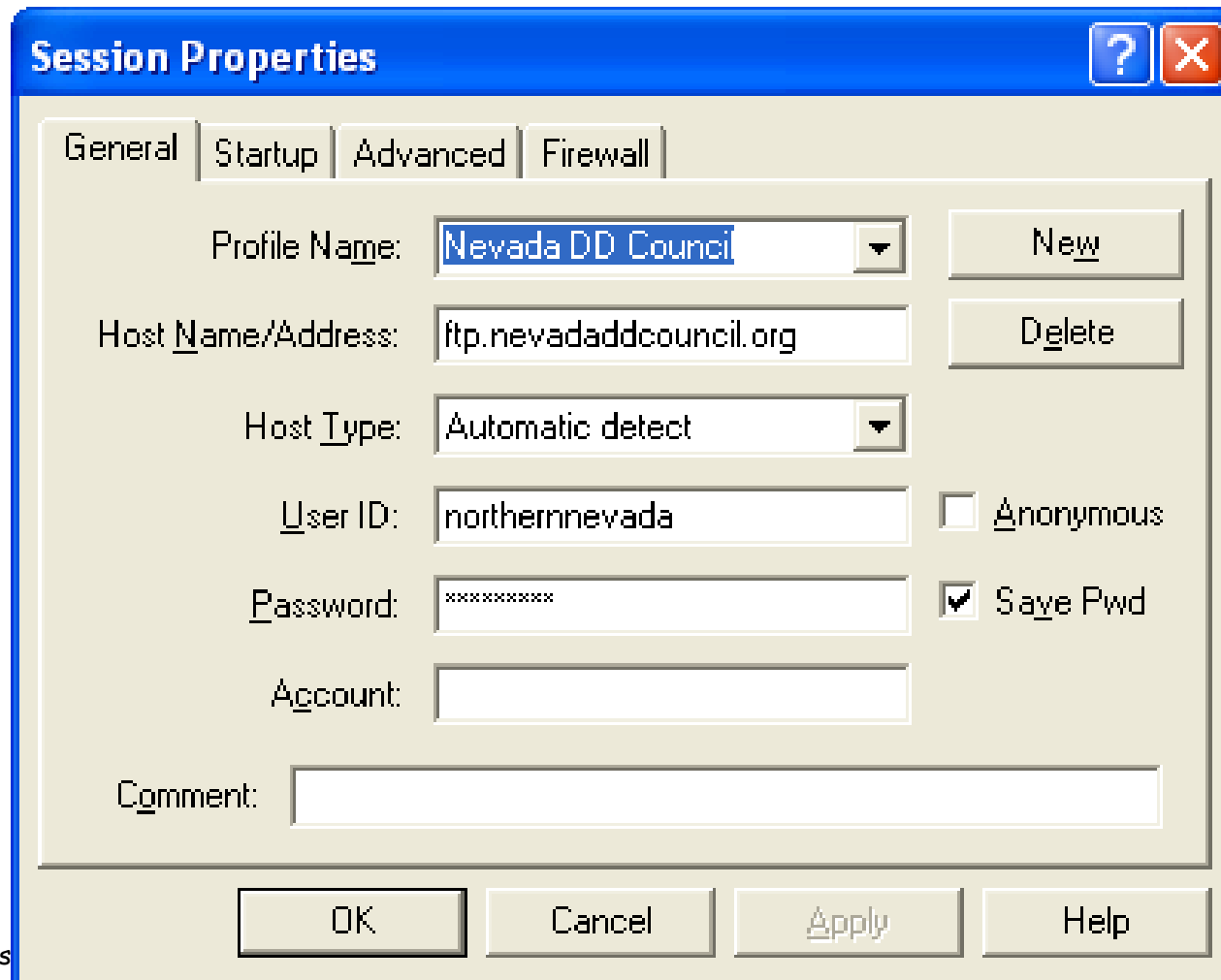# Instructions for updating the
Nevada Developmental Disabilities Council website

Open the FrontPage site at: **S:\Techical Operations\Web Development\NevadaDDCouncil** and make your changes. Then follow the procedure below to upload your changes to the website.

1. Go to Start Menu > All Programs > WS_FTP
2. On the **General Tab**, enter the Profile Name, Host Name/Address, HostType, UserID & Password as shown below.
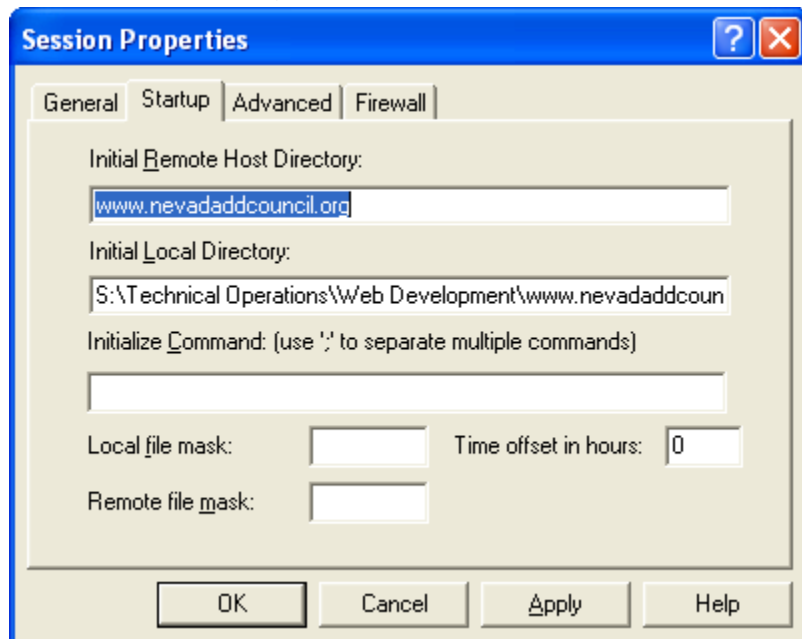
Session Properties

| General | Startup | Advanced | Firewall |

Profile Name: `Nevada DD Counci` [New]

Host Name/Address: `ftp.nevadaddcouncil.org` [Delete]

Host Type: `Automatic detect`

User ID: `northernnevada` ☐ Anonymous

Password: `**********` ☑ Save Pwd

Account: ` `

Comment: ` `

[OK] [Cancel] [Apply] [Help]

3. Click the **Startup tab** and enter the Initial Remote Host Directory and Initial Local Directory as shown below.

Session Properties

General | Startup | Advanced | Firewall

Initial Remote Host Directory:
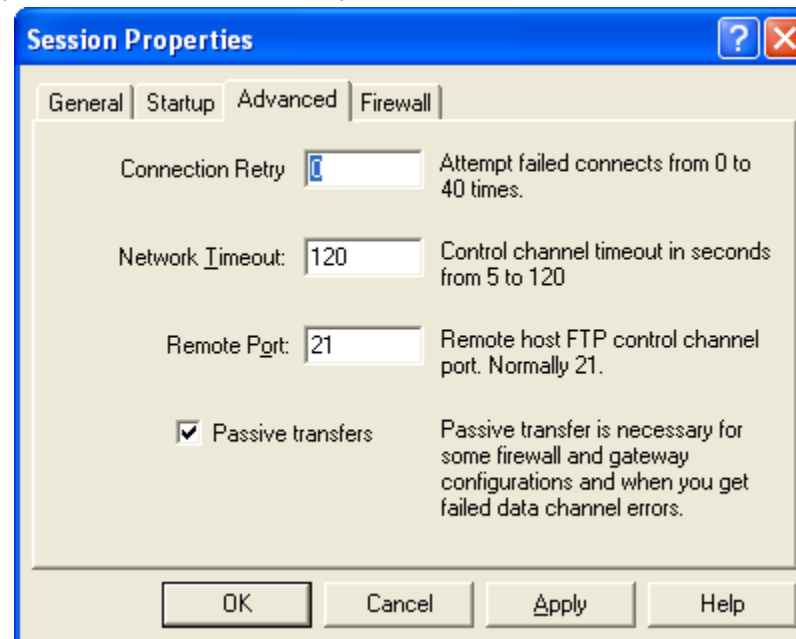
www.nevadaddcouncil.org

Initial Local Directory:

S:\Technical Operations\Web Development\www.nevadaddcoun

Initialize Command: (use ';' to separate multiple commands)

Local file mask: Time offset in hours: 0

Remote file mask:

OK   Cancel   Apply   Help

Session Properties

General | Startup | Advanced | Firewall

Connection Retry 0   Attempt failed connects from 0 to 40 times.

Network Timeout: 120   Control channel timeout in seconds from 5 to 120

Remote Port: 21   Remote host FTP control channel port. Normally 21.

☑ Passive transfers   Passive transfer is necessary for some firewall and gateway configurations and when you get failed data channel errors.

OK   Cancel   Apply   Help

4. Click on the **Advanced tab** and verify that the Connection Retry is 0, the Network Timeout is 120 and the Remote Port is 21 and Passive Transfers has been checked, then click OK.

5. When the WS_FTP96LE window appears it should like similar to the one shown below.
6. Locate the page that has been changed under the left side (Local System). Locate those same page under the right side (Remote System) and highlight the page in the left column then click the arrow button in between the two sections to actually upload the page. Complete this step for each page or document that needs to be uploaded.